



State of Nevada – Department Of Personnel

CLASS SPECIFICATION

<u>TITLE</u>	<u>GRADE</u>	<u>EEO-4</u>	<u>CODE</u>
PRINCIPAL	39	A	5.103

DEFINITION OF THE CLASS:

Under general direction of the Assistant Superintendent is responsible for the planning, development, organization, and supervision of comprehensive academic, vocational and athletic high school education programs for adjudicated delinquent juveniles assigned to a youth training facility; and performs related work as required.

EXAMPLES OF WORK:

(The following is used as a partial description and is not restrictive as to duties required.)

Administers the school curriculum by supervising the instructional staff in the development, implementation, and revision of academic, vocational, and athletic offerings including class objectives and teaching methodologies in order to provide an educational program for students which is effective and in compliance with state and federal regulations. This is accomplished through individual and group consultations with instructors to discuss objectives and establish guidelines; maintaining an awareness of factors outside the school which affect the school program; visiting classes and observing programs; evaluating the effectiveness of the curriculum by monitoring students' progress.

Provides leadership and directs and monitors the implementation of the agency's school related policies and procedures which includes establishing academic program objectives; establishing policies and procedures for curriculum and program development, student conduct, and school activities and functions; disseminating information to staff members; coordinating procedures and programs with administrative and home life staff; ensuring timely completion by instructional staff of behavior and treatment team reports and student records.

Prepares grant proposals and monitors established grant programs for the purpose of receiving federal and state monies to support academic programs. This includes: justifying the need for the program, establishing project objectives and priorities, developing staffing and budget projections, and designing an implementation plan; managing grant program activities; implementing projects, maintaining required records and preparing project reports, monitoring program budgets and authorizing expenditures; evaluating program results and redesigning project plans as necessary.

Directs and/or participates in developing an educational plan for each student and scheduling students into appropriate classes to provide the opportunity for students to accomplish their treatment and educational goals. This includes: securing and assessing all relative information about the student such as transcript data, psychological and behavioral treatment plans, personal aspirations, test data and functioning capacity; conferring with the classification counselor; determining which class subjects are needed by the student to meet graduation requirements; selecting a suitable schedule based on course availability, class size, credit requirements, and student needs; revising students' schedules as credits are completed or upon recommendation or requests from staff and students. Incumbent also issues transcripts and diplomas for students as academic requirements are completed.

EXAMPLES OF WORK: (cont.)

Directs and/or participates in maintaining standards of student conduct and enforcing discipline to modify students' inappropriate behavior and establish a conducive learning environment by reviewing reports documenting occurrences of inappropriate behavior; ensuring conferences between students and instructional staff occur as a follow-up to incident reports; counseling students involved in serious incidents; providing training to instructional staff regarding proper methods and techniques of supervision and discipline.

Supervises professional and administrative support staff to accomplish the goals of the institution which includes recruitment and hiring; scheduling staff and arranging for substitute teachers; providing counseling, guidance and motivation; encouraging professional development; and evaluating performance.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES REQUIRED: (These may be acquired on the job and/or needed to perform the work assigned.)

Working knowledge of Nevada high school graduation requirements and college entrance requirements. Working knowledge of agency policies, procedures, rules and regulations. Working knowledge of state and federal educational grant programs.

Ability to mediate conflicts among staff and/or students in a positive, productive manner in order to maintain harmonious relationships. Ability to maintain cooperative and effective relationships with agency personnel, parole agencies, accrediting agencies, and other educational institutions. Ability to maintain focus of attention on those things that give promise of improving instructional outcomes in order to serve the youth and achieve agency goals. Ability to seek the knowledge and advice of persons in specialized areas including the areas of teaching and learning, federal programs, state government, and psychological services as part of the background needed to make decisions and recommendations concerning school activities and programs. Ability to generate information about the school operations at a professional level in order to report conditions and achievement to agency, state and federal personnel, thereby ensuring that specific aspects of the educational programs will be supported.

ENTRY KNOWLEDGE, SKILLS AND ABILITIES REQUIRED: (Applicants will be screened for possession of these through written, oral, performance or other evaluation procedures.)

General knowledge of the core subjects of a high school curriculum. General knowledge of the principles and practices of budgeting, accounting, and purchasing. Working knowledge of all aspects of school administration and supervision. Working knowledge of descriptive statistics such as measures of central tendency in order to develop teaching programs with measured results. Working knowledge of the current issues in the field of secondary education. Thorough knowledge of and the ability to adapt modern educational theories and principles to an institutional setting. Working knowledge of state and federal statutes and regulations pertaining to the field of education.

Ability to maintain equanimity in the face of resistance, indifference, or hostility. Ability to write concise, logical, grammatically correct analytical reports to explain various components of the educational program. Ability to prioritize work load and accomplish tasks within established time frames. Ability to work independently with minimal direct supervision. Ability to acquire and analyze information from various sources in order to plan and establish goals, authorize implementation and supervise activities to achieve these goals. Ability to effectively communicate ranging from simple language through professional and technical terminology, with students, as well as a variety of specialists and professional people in order to meet the needs of students.

EDUCATION AND/OR WORK EXPERIENCE:

Graduation from an accredited college or university with a Master's degree and 18 semester hours of credit in graduate courses in school administration, to include: administration and organization of schools; supervision of instruction; evaluation and development of personnel; school finance; and school law plus three years of teaching experience at K-12 level.

LICENSE:

- 1) Possession of a valid Nevada teacher's elementary, secondary, or special license.
- 2) Possession of a valid Nevada limited school administrator endorsement is required at the time of appointment. A professional school administrator endorsement is required to continue in the position after the expiration of the limited endorsement.

This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards for positions assigned to this class.

5.103

ESTABLISHED:	7/16/64
REVISED:	7/1/67
REVISED:	9/25/72
REVISED:	7/18/80
REVISED:	7/1/91P
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